

\*\*\*NOTE: This bulletin cancels and supersedes the former bulletin\*\*\*

## CRIMINAL INTELLIGENCE SPECIALIST III

### DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO, SAN DIEGO



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **Thursday, August 16, 2012** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

**WHO CAN APPLY** Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.  
**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

**HOW TO APPLY** Examination Application Forms (Form Std 678) may be downloaded from the State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Applications must be mailed to or filed in person with:

**Mailing Address:**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor Receptionist  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,  
VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING  
ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

**QUALIFICATIONS  
APPRAISAL INTERVIEW** It is anticipated that Qualifications Appraisal Interviews will be held in **September/October 2012**.

**SALARY RANGE** **\$3748-\$4519**  
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST  
INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Applicants must meet the experience/education requirements by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</p> <p style="text-align: center;"><u>Either I</u></p> <p>One year of experience in the California state service performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist II.</p> <p style="text-align: center;"><u>Or II</u></p> <p><b>Experience:</b> Three years of experience performing the technical phases of criminal intelligence work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist II.)</p> <p style="text-align: center;"><u>And</u></p> <p><b>Education:</b> Equivalent to completion to two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
DEFINITION OF TERMS	<p>“<b>Criminal intelligence duties</b>” – Includes the collection, evaluation, collation, analysis, and dissemination of criminal information. It requires experience in report writing, and oral presentation.</p> <p>“<b>Equivalent to completion of two years of college</b>” – completion of 60 semester units or 90 quarter units.</p>
POSITION DESCRIPTION	<p>Criminal Intelligence Specialists III perform the more complex analytical duties including in-depth research, advanced interpretative analysis, trend and forecast development, and provide the most complex investigative assistance; make presentations and provide training to law enforcement personnel and civic groups; assist in training Criminal Intelligence Specialist I and II staff; provide liaison to local, state and federal law enforcement agencies to ensure a continuing flow of information; use a variety of tools, including computers to prepare reports, publications, graphs, charts and correspondence; testify in court; direct work of other Criminal Intelligence Specialist staff in a lead capacity relating to complex criminal activity in organized groups; assist law enforcement at the crime scene; and do other work as required.</p>
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EXAMINATION  
INFORMATION

This examination will consist of a Grammar Exercise, Qualifications Appraisal Interview (QAP), and an Oral Presentation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR ANY PHASE OF THE EXAMINATION WILL BE DISQUALIFIED.**

**GRAMMAR EXERCISE - QUALIFICATIONS APPRAISAL INTERVIEW - ORAL PRESENTATION  
- WEIGHTED 100%**

**Grammar Exercise:**

This testing component measures the following knowledge and abilities:

**Knowledge of:**

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

1. Read and understand information and ideas presented in writing.
2. Attend to details.

**Qualifications Appraisal Interview (QAP):**

This testing component measures the following knowledge, skill, and ability:

**Knowledge of:**

1. Research techniques and resources.

**Skill to:**

1. Identify complex problems and review related information to develop and evaluate options and implement solutions.

**Ability to:**

1. Identify trends and patterns in criminal behavior.

**Oral Presentation:**

This testing component measures the following skill and ability:

**Skill to:**

1. Teach others how to do something.

**Ability to:**

1. Communicate orally to effectively convey information.

SPECIAL PERSONAL  
CHARACTERISTICS

Retentive memory, keenness of observation, good judgment, accuracy, ability to maintain confidentiality of files, close attention to details, strong computer skills and personal integrity.

ADDITIONAL  
REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS  
PREFERENCE CREDITS/  
CAREER CREDITS

Veteran's preference credits or Career credits **will not** be granted in this examination.

## **GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039